**Tennessee Department of Transportation**

**Administration Bureau**

**Position Opening:**

Business Intelligence Specialist Intermediate

The Tennessee Department of Transportation's IT Division is accepting applications for **Business Intelligence Specialist** for Business Intelligence Service.  This is a Preferred Service Position and reports directly to the TDOT IT Manager-Sr. – Business Intelligence.  The Business Intelligence specialist under general supervision; is responsible for professional business intelligence work of average difficulty involving design, development, and maintenance of business intelligence technology solutions.

**Key tasks include:**

- Disseminate information regarding tools, reports or metadata enhancements.
- Conduct or coordinate tests to ensure that intelligence is consistent with defined needs.
- Identify or monitor current and potential customers using business intelligence tools.
- Synthesize current business intelligence or trend data to support recommendations for action.
- Manage timely flow of business intelligence information to users.
- Identify and analyze industry or geographic trends with business strategy implications.
- Provide technical support for existing reports, dashboards or other tools.
- Maintain library of model documents, templates or other reusable knowledge assets.
- Identify ways of improving information delivery, data capture and design and business process through the provision of technical solutions.
- Provide technical assistance in the use of business intelligence solutions by translating business requirements into technical solutions.
- Handling our reports and data analytics
- Identifying trends, examining issues, and providing recommendations
- Identify and develop new reports that expand our understanding of TDOT business
- Build and maintain relationships with stakeholders to meet TDOT objectives. Apply critical thinking skills by interacting directly with the report requestor implementing the criteria and analysis.
- Develops custom reports using Crystal, SQL and Reporting Services as well as standard Microsoft tools such as Excel.
- Develops stored procedures and views to support custom reporting.
- Maintains report requests, determines resource needs for requests and works with manager to prioritize. Develops and maintains report schedules, automate reports as necessary
- Maintains a solid working knowledge of business intelligence tools and follows best practices.

**Desired skills:**

- Provide direction on the development of databases, cubes and reports to enable the sourcing and analysis of information.
- Development and maintenance of company dashboards highlighting corporate key performance indicators.
- Develops methods to efficiently transmit reports including web based tools and standard report based transmissions.
- Strong excel skills, knowledge of macros and creating data templates
- Experience in data manipulation, transformation and visualization
- Experience in data analysis and reporting, able to handle multiple projects simultaneously

**Minimum Qualifications:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and one year of professional level experience in any one of the following areas: (1) applications or systems programming; or (2) systemic analysis of business or information systems; (3) business intelligence; or (4) data warehousing.

**Substitution of Specific Associates Degree for the Required Bachelor's Degree:** Graduation from an accredited college or university with an associate's degree in computer accounting, computer information systems, and computer networking technology, computer technology, web technology or other related field may substitute for the required bachelor's degree.

**Substitution of Experience for the Specific Associate's Degree:** Professional level experience in any one of the following areas may substitute for the required specific associate's degree on a year-for-year basis to a maximum of two years: (1) applications or systems programming; or (2) systemic analysis of business or information systems; (one year of experience is equivalent to 45 undergraduate quarter hours).

**Substitution of Specific Technical Diploma or Certification and Experience for the Associate's Degree:** Successful completion of a technical program resulting in the attainment of a technical diploma or professional certification in the Business Intelligence field plus one additional year of professional level experience in: (1) business intelligence; or (2) data warehousing may substitute for the associate's degree

**http://agency.governmentjobs.com/tennessee/default.cfm**